



Library Assistant Branch Manager

Department: Library

Class Code: 6119

EEO Code: 22

FLSA: E

Effective: 01/07/2003

GENERAL STATEMENT OF DUTIES:

Under general direction performs work of routine difficulty to manage a section of the library; provide direction for staff and provide direct professional librarian services in support of all staff at the branch library; and performs related duties as required.

SPECIFIC STATEMENT OF DUTIES:

Provides direct customer service at Reference desk assisting customers in finding library materials and accessing reference information; teaches public computer classes; provides library programs directly to customers and serves on appropriate library teams; provides guidance, training, and supervision for non-professional staff to help them also provide quality customer service; manage reference collections, nonfiction, and gift book collections; supervise, train library pages.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of books and authors and ability to relate this knowledge to the reading interests and information needs of the public; if automation, including circulation and reference; of program planning and execution; considerable knowledge of theories and principles of library science; management skills; considerable skill in communicating effectively with people of diverse backgrounds and ages.

MINIMUM EDUCATION AND EXPERIENCE:

Core curriculum for a Master's Degree in library science; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
